

## NEW BUCKENHAM PARISH COUNCIL

**Minutes** of a meeting of New Buckenham Parish Council at the Village Hall, Moat Lane, New Buckenham on Tuesday 11<sup>th</sup> June 7.30 -9.57pm

**Present:** Cllrs Karen Hobley (Chair), Andrew Bingham (Vice Chair), Steve Highton, Mary Dowson, Mary Manning, Paul Martin.

**Also in attendance:** Trevor Wenman (Clerk), two members of the public.

**1920/15 Apologies:** Apologies were received and accepted from Cllr Don Crossman and District & County Councillor Steve Askew

**1920/16 Minutes: Resolved** that the Minutes of the Annual Parish Council Meeting held on 14th May 2019 be approved as a correct record.

**1920/17 Matters Arising:** It was noted that no progress had been made regarding the overgrown trees in Marsh Lane and the replacement of the boundary fence between the allotments and the cemetery. The Clerk undertook to progress these before the next meeting.

**1920/18 Declarations of Interest:** There were none

**1920/19 Public Participation: Resolved:** To adjourn the meeting to allow public participation as follows:

- a. District & County Councillor Report. Cllr Askew's written report was noted with thanks
- b. Parishioners' Comments & Questions. It was noted that a suggestion had been received from a resident that the village was getting "scruffy" and the Parish Council should employ someone to tidy it up.
- c. Parish Councillor Reports  
Cllr Bingham asked that the issue of placing a non-enforceable road marking to deter long term parking in the King Street be discussed with highways  
Cllr Dowson raised the issue of the bin on the play area and whether this was big enough. The Clerk agreed to raise this with Breckland Council.

**1920/20 Planning**

- a. **New/revised planning application notified since the last meeting:**
  - i. **Land Off of Cuffer Lane New Buckenham:3PL/2019/0301/F**  
Proposal Proposed Farm Building and Associated Works  
Revised location plan submitted to show full extent of agricultural holding  
Comments –  
**Resolved:** that In the light of the new information received on 17th may showing the extent of the landholding to which the proposed agricultural building relates, the Parish Council now objects to this application, as the scale of the proposed building

is disproportionate in the context of the agricultural holding itself. This gives rise to further concerns about vehicular access to the building, as well the previously stated concerns regarding materials, elevation, and foul and surface water drainage.

- ii. **Fair View King Street New Buckenham** 3PL/2019/0579/LB  
Alter window (W1) to window & door and replace window/door (W2)

**Resolved**, that the Parish Council has no objection to this proposal

- iii. **Grange Cottage Grange Road New Buckenham**

3PL/2019/0597/HOU Proposed first floor extension and associated alterations (changes to fenestration).

**Resolved:** That the Parish Council objects to the current application. Whilst the principle of extending this residential building is supported, the Council is concerned that the design and materials shown in the application detract from the architectural merits of the existing building in a conservation area.

- b. **Planning decisions notified since the last meeting.** The following planning decisions were noted:

- i. 3PL/2019/0389/LB & 3PL/2019/0388/HOU Single Storey Rear Extension (revised scheme) Woodbury Cottage King Street **Approved**
- ii. 3PL/2019/0436/LB Replacement of existing door / frame & repointing surrounding brickwork The Old White Horse King Street **Approved**

#### 1920/21 **Financial Matters:**

- a. The **financial report** for the month of May 2019 was noted.
- b. **Sponsorship of the Parish Magazine. Resolved:** That the Parish Council agree to sponsor the November edition of the Parish News Magazine, at the cost of £50
- c. **Payments for June. Resolved:** that the following payments be approved/ noted as appropriate.

Payments List June 2019 for approval/noting			
Payments marked with a cheque number for approval at this meeting			
Payments marked DDR or STO are for information only			
	Net	VAT	Gross expenditure
<b>11/06/2019</b>			
<b>Broadland Tree Services</b>	<b>614.07</b>	<b>122.81</b>	<b>736.88</b>
Grounds Maintenance May 2019 102045	614.07	122.81	736.88
<b>EON</b>	<b>26.64</b>	<b>1.33</b>	<b>27.97</b>
Street lights electricity May 2019 DDR	26.64	1.33	27.97
<b>R Canwell</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>
Internal Audit 102044	50.00	0.00	50.00
<b>TT Jones</b>	<b>19.75</b>	<b>3.95</b>	<b>23.70</b>
Street lighting maintenance April - June 2019 102041	19.75	3.95	23.70
<b>V Baker</b>	<b>60.00</b>	<b>0.00</b>	<b>60.00</b>
Closed churchyard gardening June 102042	60.00	0.00	60.00
<b>Rentokil</b>	<b>1,238.00</b>	<b>247.60</b>	<b>1,485.60</b>
Mole Eradication - Cricket Field 102043	1,238.00	247.60	1,485.60
<b>New Buckenham Fund Raisers Committee</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>
Grant to New Buckenham Fundraisers 102046	600.00	0.00	600.00
<b>28/06/2019</b>			
<b>Norfolk Pension fund</b>	<b>122.52</b>	<b>0.00</b>	<b>122.52</b>
May pension contributions STO	122.52	0.00	122.52
<b>T Wenman</b>	<b>365.81</b>	<b>0.00</b>	<b>365.81</b>
Salary for June 2019 (net of tax and pension contribution) STO	330.81	0.00	330.81
Clerk's Office Expenses contribution June 2019 STO	35.00	0.00	35.00
<b>Grand Total</b>	<b>3,096.79</b>	<b>375.69</b>	<b>3,472.48</b>

**d. Annual Internal Audit Report 2018/19**

**Resolved:** that the Annual Internal Audit 2018/19 be received and noted.

**e. Annual Governance Statement:**

**Resolved** That the Annual Governance Statement in the 2018/19 Annual Return be **approved**

**f. Accounting Statements**

**Resolved:** that the Accounting Statements in the 2018/19 Annual Return be approved.

**g. Annual Return**

**Resolved:** That the Chairman sign the 2018/19 Annual Return

**h. Adoption of 2018/19 final accounts**

Resolved that the final Accounts for 2018/19 be adopted

**1920/22 Councillor Responsibilities**

The Council reviewed councillor responsibilities for the forthcoming year. It was agreed that Councillor Paul Martin would take on the responsibilities of former Councillor Chirodian, and assist Councillor Crossman during his current illness.

**Resolved:** that the following revised list of councillor responsibilities be approved.

Allotments –Paul Martin and Steve Highton

Cemetery – Paul Martin and Steve Highton

Community Project Fund Group – Karen Hobley, Andrew Bingham and Mary Dowson (plus 2 residents of New Buckenham)

Finance – Karen Hobley and Andrew Bingham, plus the Clerk

Footpaths & Highways – Mary Dowson

High Bailiff's Trust – Karen Hobley

Neighbourhood Plan – liaison with NP Working Group –Mary Manning

Parish News liaison -Mary Dowson

Play Area – Don Crossman and Paul Martin

SNAP – Mary Dowson and Mary Manning

Streetlights – Don Crossman and Paul Martin

Village Hall Committee – Andrew Bingham

**1920/23 Councillor Training**

It was agreed that the Clerk would circulate to Councillors details of appropriate training courses.

**1920/24 Neighbourhood Plan**

Cllr Manning reported on progress with the Neighbourhood Plan. The draft documentation was almost complete and would shortly be handed to the Parish Council in accordance with the appropriate regulations. It was proposed to present the draft plan to the Parish Council on 9<sup>th</sup> July with a view to presenting it to an open day for village residents on Sunday 28<sup>th</sup> July, as part of a six-week consultation period

In order to allow for sufficient time to consider the draft plan, it was agreed that an extra informal meeting of the Parish Council be arranged for Monday 8<sup>th</sup> July, to be a workshop session to enable the Parish Councillors to fully understand the draft plan before formally receiving it at the ordinary Parish Council meeting on Tuesday 9<sup>th</sup> July.

**1920/25 "Two Wheel Tuesday"**

Cllr Bingham had discussed the issue with PC Wicks of Norfolk Police who advised that being able to provide evidence of speeding through the village would be very helpful in persuading the Police to devote resources to the issue. A quotation of £500 had been received for an 8-day speed survey (involving on-road sensors, rather than radar guns). In view of the urgency of obtaining information it was agreed to undertake the survey (to be funded from general reserves) at the earliest suitable opportunity, the eight days to cover two Tuesday's when the weather was expected to be dry.

**Resolved**, that expenditure of £500 plus vat on a speed survey be approved, to be funded from general reserves.

**1920/26 Amenities**

- a. Allotments. Ellis Williamson had agreed to modify the allotment and cemetery taps in accordance with instructions from Anglian Water as a result of a recent engineer's inspection
- b. Cricket Pitch. It was noted that Rentokil had disposed of two moles from the cricket field, and mole activity had ceased in the immediate area. Complaints had been received regarding perceived untidiness in the vicinity of the container behind the pavilion, and parking on the common on match days. It was noted that car parking should be restricted to the car parking area next to the Play area. It was agreed to monitor the situation.

**1920/27 Projects**

- a. Parish Council Notice Board. Further proposals were expected to be provided at the next Parish Council meeting
- b. Community Car Scheme. This was operating well.

***Future Meetings:***

*The next Parish Council Meeting will be held on Tuesday 9th July 2019 at 7.30 pm*